

8 MAR 1965

MEMORANDUM FOR: Chairman, Fine Arts Commission

SUBJECT: Planters for the 1st Floor Quadrangle Area

1. This memorandum contains a recommendation for the approval of the Fine Arts Commission. Such recommendation is contained in paragraph 4.

2. Pursuant to a recommendation from Interior Space Design, Incorporated, we have requested a local florist to submit a quotation covering the cost of 13 Schefflera to be located in the 1st floor quadrangle area. The planters are already in hand.

3. The following is excerpted from the florist's quotation:

"Pursuant to our recent telephone conversation please be advised that we will be able to furnish thirteen Schefflera, approximately six feet in height for \$35.00 each. It is expected that the cost of the soil and necessary labor for planting in your containers will be \$100.00.

We will guarantee these plants for a period of sixty days. During this period someone from our organization will visit your location weekly to examine the plants for condition and proper care.

It is requested that thirty days be allowed for delivery of these plants."

4. It is recommended that the Fine Arts Commission approve the procurement and installation of the above plants. The total cost is estimated to be \$555.

  
Chief, Logistics Services Division, OL

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